

**MINUTES**  
**The Greater Kansas City**  
**Disabled Federal Employee Council**  
**Wednesday, August 4, 2004**  
**09:00 to 11:00 A.M.**

**Location:** GSA Federal Complex  
1500 East Bannister Road  
Kansas City, MO  
Heartland Room

**Attendees:** Jim Jordan, Daryl Sprague, Cindy Hillman, Dan Perkins, Janet Hutsell,  
Greg Salyer, Steve Mitchell

1. Opening Reminders:
  - A. Welcome – introductions – Jim is filling in for Kendall this month.
  - B. Sign-in sheet was distributed
  - C. Minutes of July meeting:  
Minutes for July's meeting were e-mailed to council members following that meeting. There was an opportunity to ask questions, make comments, etc. before a vote was taken to accept them as complete and accurate.

Discussion: No discussion

**Motion made to accept the Minutes as recorded by:** Greg Salyer  
**Seconded by:** Dan Perkins  
**Unanimous approval by all members present at this meeting.**

After this vote was taken and we moved on to other business Cindy Hillman remembered that there was a correction needed in the July Minutes. Specifically item 5 Comments/Announcements in the Minutes recorded that "Bobby Mowery announced that she will be transferring out of town..." and the word will needs to be edited to say "may". As a matter of procedure since the vote had already been taken:

**Motion made to amend the Minutes as noted by:** Greg Salyer  
**Seconded by:** Janet Hutsell  
**Unanimous approval by all members present at this meeting.**

2. Old Business:
  - A. SGMP PRESENTATION REPORT/SUMMARY (JIM)  
Jim reported that he attended the SGMP meeting to represent DFEC. In his presentation he highlighted recent projects we have been working on, made suggestions about accommodations that would be helpful to People With Disabilities staying at a hotel, and shared his personal experiences about traveling with a sight impairment.

**B. BYLAWS TEAM UPDATE**

In last months meeting, Judy Skillin, Michelle Cain and Donald Ashworth volunteered to review the current Bylaws and make recommendations to the council regarding changes that need to be made. Our committee members working on this project were unable to attend this meeting so the item was tabled until the next meeting.

**C. DISCUSS OFFICERS ELECTION PROCESS/NOMINATIONS**

We reviewed the current Bylaws to determine the course of action that is required for the election process. In Article V Nominations and Elections, Section 2 Elections, it says, "The election of officers shall be held at the September meeting, in odd number of years. The newly elected officers will be installed at the October meeting of the council." After reviewing the Bylaws and seeing that it is an even year (04) we discussed why this item is on our agenda at this time.

Discussion: Daryl explained that he had been working on the Bylaws and noticed several items needed to be addressed (the old name is used along with the new name, etc.) During a review of the Bylaws, Kendall determined that we had missed the election process at the end of last year (September – October, 2003) and decided that we should hold elections this year.

After this discussion, the membership reviewed the Bylaws language and interpreted it to mean literally what it says, "The election of officers shall be held at the September meeting, in odd number of years." We also conferred with Cindy Hillman and she agreed the next odd number of years is September 2005.

**Motion made by:** Greg Salyer

"I move that the sitting officers remain in their positions for the current term until the next official election in September 2005".

**Seconded by:** Dan Perkins

**Discussion:** Janet Hutsell asked: "Who are the sitting officers?"

Jim stated that the sitting officers are: Chairperson – Kendall Crosby, Co-Chairperson – Jim Jordan, Secretary – Daryl Sprague.

In order to clarify how these people were placed in office we reviewed the Bylaws again:

Article IV Officers, Term of Office and Duties of Officers Section 3  
Vacancies: A vacancy in the office of the Chairperson shall be filled by

the Co-Chairperson. When vacancies occur in the offices of Co-Chairperson and Secretary “they shall be filled by nominations from the committee general membership and will be ratified by the DFEC Officers and the general membership at the first (1st) meeting following the nominations.”

Jim explained that each person in office today is there in accordance with the Bylaws. Based on this motion, second and discussion to clarify this issue, Jim explained that this motion would nullify the need for elections until September 2005 and called for approval or disapproval by the membership.

**Unanimous approval by all members present at this meeting.**

**D. UNITY DAY – DISPLAY TABLE**

This year Unity Day is scheduled for September 21 at the Overland Park Convention Center. The fee is \$50.00. Janet Hutsell and Greg Salyer volunteered to lead and organize the display table activities. The table will be setup with the DFEC Banner (stored at the KCFEB office), Dan Perkins will provide a Resource List, and Jim Jordan will obtain brochures from the Kansas City Regional Center (<http://www.dmh.missouri.gov/kcrc/>).

Other suggestions included using the DFEC tri-fold brochure that was created (many current members have never seen this document), and using one or two easels to hold informational posters. We also have an offer by Greg Salyer to print large format posters (approximately 2’ x 3’ size) for the displays.

It is our understanding that there is no funding for DFEC projects. Members offered to work together to print quantities of handouts in their offices to accommodate the need for handouts, etc.

**E. OCTOBER DISABILITY AWARENESS MONTH (OCT. 21)**

DFEC will participate in the GSA Disability Month awareness program. This program is at the GSA Plaza Auditorium, October 21, from 09:00 to 11:00 AM. There typically are 100 to 200 people in attendance.

Information about our new program (see item K), along with our resources on the World Wide Web, can be distributed by the KCFEB in a letter to participating agencies.

**F. WEBSITE DEVELOPMENT – CONTENT MANAGEMENT (DARYL)**  
[Item J was also included in this item for the sake of time.]

The current KCFEB Website was demonstrated to show members what

people visiting DFEC currently have available. Next, we demonstrated the new Website that is under construction to show the new resources there.

Dan Perkins had reviewed the test Website before our meeting and presented his findings. The notes Dan gave us were based on his review using the JAWS Screen reading Program. (Read the complete review inserted at the end of the Minutes.)

The outcome of this demonstration included:

- (1) DFEC WebPages need to be created using a table to be useable with the screen reader programs – Section 508 compliant.
- (2) Both Adobe Acrobat files and Microsoft Word document files need to be available for people accessing this information.
- (3) DFEC Officers Names, Agency Names, Addresses, and E-mail Addresses are listed as contacts for our council. Add all the council members names along with their agency names.
- (4) After correcting the error with the wrong document being opened on the Checklist link this new Web design should be moved to our live Website.

**Motion made by:** Greg Salyer

**Seconded by:** Janet Hutsell

**Discussion:** None

**Unanimous approval by all members present at this meeting.**

G. HOST QUARTERLY COUNCIL MEETINGS (NOV. 18)

We will use the program created for October Disability Month.

H. TOPICS AND SPEAKERS FOR OCTOBER LUNCH AND LEARN

We are currently not planning to do any Lunch and Learn activities other than the October Disability Month activity at GSA.

I. REVIEW DOCUMENT – WORKPLACE RESPONSIBILITIES FOR PEOPLE WITH DISABILITIES

Daryl reported that he had not received any updates or comments for this project.

J. WEBSITE PROJECT – WHAT IS CURRENTLY AVAILABLE (DARYL) [See item F]

K. DFEC MULTIPURPOSE PRESENTATION – PLAN CONTENT

The membership decided to create a Microsoft PowerPoint presentation to tell who comprises DFEC, what we do, why do it, and to highlight our recent accomplishments creating educational documents. The theme our

presentation will focus on is “How does disability affect me, my friends, my coworkers, and my family members? This presentation will show examples of seen and unseen disabilities. Finally, this presentation will be fine-tuned and placed on our Website for people to view. Our ultimate goal is to have several people who are comfortable doing presentations take this presentation to our community.

### 3. NEW BUSINESS

#### A. OCTOBER DISABILITY AWARENESS PROGRAMS AT DIFFERENT FEDERAL AGENCIES

This year DFEC will focus on the event at GSA.

#### B. NEXT DFEC MEETING SEPTEMBER 1, 2004 AT THE GSA FEDERAL COMPLEX, HEARTLAND ROOM.

### 4. COMMENTS/ANNOUNCEMENTS

Don't forget to attend the **Quarterly Combined Council Meeting** August 12 at 1:00 PM. The location is HUD, 400 State Avenue, Room 201, Kansas City, KS.

This council meeting was adjourned.

#### **Insert – Review of new Website by Dan Perkins:**

##### Disabled Federal Employees Council Web Site Analysis

Each page of the web site contains four graphical items on the left side of the web page that can be accessed by clicking on them. The JAWS Screen Reading Program does not read these in an understandable manner.

USA Jobs:

The JAWS Program reads this as:

Underline Borders/Image 015

First Gov:

The JAWS Program reads this as:

Underline Borders/Image 022

DHS:

The JAWS Program reads this as:

Underline Borders/Image 023

Results.Gov:

The JAWS Program reads this as:

## Underline Borders/Image 020

### General Notes:

#### Item #1:

For the various links on the web site, try to only have the specific word in the link underlined.

For example:

Meetings  
By-Laws  
Minutes

JAWS has a command that you can do to pull the links out of a web page and place them in a box for easier and faster navigation. It will list any underlined link. Right now, when the links are pulled, they all have DFEC in front of them.

It is not a big deal but changing this would allow the user to hit the first letter and to be able to jump right to that item. The way it is now, you have to arrow down and listen to each item. If this is done the other way and I know that I want to go to the By-Laws, then I just hit the letter "B" and it will jump me right to that item.

#### Item #2:

I would suggest that we have a Home Page or Return to Home Page link that resides on each page of the web site, to make it easier for the user to return to the main page.

#### Item #3:

I would suggest that we offer the items that are in PDF Format also in a Microsoft Word Format to give the user an option on how they want to view the information.

Historically, screen readers have a difficult time with PDF Files. They have made improvements and if you are running the latest version of JAWS and Adobe Acrobat Reader, you are suppose to be able to read these items.

The problem comes into play, if the user does not have these items and they have to wait to upgrade their systems before they can view them. If we also offer it in Microsoft Word, they should be able to view these items without too much difficulty.